

December 2016

To: Parents of Open Enrolled Children

From: Department of Public Instruction Open Enrollment Program

Subject: Information about Filing Transportation Reimbursement Claims for the 2016-17 School Year

You are receiving this notification because you indicated on your application for open enrollment that you may want to apply for transportation reimbursement.

If your pupil is attending public school under the open enrollment program, you may be eligible for transportation reimbursement.

Under the open enrollment program, parents are responsible to transport children to and from school. If you are low-income (that is, eligible for free or reduced price lunch), you may apply to the Department of Public Instruction for reimbursement of a portion of your transportation costs.

If you plan to request reimbursement for the 2016-17 school year, **you may do so as soon as the 2016-17 school term ends.** Your claim must be submitted on or before July 15, 2017. Claims submitted after that date will not be paid.

Claim forms will be available on the open enrollment website (<http://dpi.wi.gov/oe>) on or before June 1. This is the information you will need to file your claim:

- Your name, street address, phone number and email.
- Your resident school district.
- The names of the children transported, the nonresident district and school to which each was transported.
- The gross monthly or annual income for each member of your household for all sources or whether or not your pupils are eligible for free or reduced price lunches.

If you drive your children to and from school:

- Number of miles in a round trip from home to school and back home again.
- Number of round trips per day. If you make more than two round trips per day, you must provide an explanation. You may not be reimbursed for additional trips made for sports or other school activities, although the student may be picked up after sports as long as no special trip is made.

- The total number of days that you drove the children to and from school for the entire school year. A typical school calendar is 180 days. You should start keeping track of that now.
- If you drive different patterns on different days, you should keep track separately. For example:

Monday, Wednesday, Friday: ____ miles, ____ round trips, ____ total days driven
 Tuesday, Thursday: ____ miles, ____ round trips, ____ total days driven

If your children take a city bus:

- Number of bus passes (daily, weekly, or monthly).
- Cost of bus passes.
- You need to track separately daily, weekly and monthly passes.

If you pay a third party (such as a school district or bus company):

- A receipt showing your name, the amount you paid, the start and end dates during which the transportation was provided, and the number of children transported.
- If you pay a friend or relative, you should claim the reimbursement as if you drove your children in your car.

If you have any questions, please contact us at openenrollment@dpi.wi.gov or at 888-245-2732.

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